

	Job Description #	2031
	JD SECTION	
	Facilities Maintenance Worker	
	Date Issued:	March 2025
	Dates Revised:	April 17, 2025
<u>JOB DESCRIPTION</u> Facilities Maintenance Worker	Job Description Approval <hr/> Chief Executive Officer	

POSITION TITLE: Facilities Maintenance Worker

REPORTING TO: Director of Finance and Administration

WORKPLACE: In-person

JOB SUMMARY:

Reporting to the Director of Finance and Administration, the Facilities Maintenance Worker is integral to our goal of maintaining a safe, clean, and professional environment. This role encompasses a variety of maintenance, repair, site coordination and safety and compliance tasks to ensure the optimal functionality and appearance of AFS facilities. Responsibilities include cleaning, minor repairs, asset management, painting, plumbing, recycling, and outdoor maintenance duties. The Facilities Maintenance Worker demonstrates a strong commitment to excellence, ensuring our facilities are impeccably maintained and promptly addressing any maintenance issues with diligence and care.

QUALIFICATIONS:

- High school diploma or equivalent.
- Proven experience in building maintenance, repair, and landscaping.
- Ability to perform minor plumbing and painting tasks.
- Strong organizational and time management skills.
- Ability to work independently and as part of a team.
- Good communication skills.
- Ability to write clear, concise reports and applications with attention to detail.
- Ability to work evenings and weekends as required.
- Valid Ontario class "G" driver's license and reliable transportation with business use insurance.
- CPR/First-Aid certification.
- WHMIS (Workplace Hazardous Materials Information System) training.
- Full COVID-19 vaccination.
- Must provide a clean Criminal Record Check.
- Basic knowledge of safety and compliance regulations.
- Ability to handle and maintain confidentiality of sensitive information.

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DUTIES AND RESPONSIBILITIES:

Building Maintenance:

- Perform minor repairs such as fixing loose door knobs, hinges, ceiling tiles, and light lens covers.
- Move and assemble office furniture as needed.
- Hang pictures, bulletin boards, and whiteboards.
- Dispose of identified assets in accordance with AFS policy
- Conduct paint touch-ups and paint office walls as directed.
- Perform minor plumbing repairs.

Cleaning and Upkeep (On an as needed basis):

- Collect and dispose of blue and yellow box recycling items.
- Ensure cleanliness of all areas, including sweeping, mopping, and vacuuming floors.
- Maintain cleanliness of washrooms, including disinfecting sinks, toilets, and restocking supplies.
- Maintain clean working areas throughout the offices, free from dirt and debris. This includes the cleaning of all workstations, meeting rooms, walls and window ledges

Outdoor Maintenance (On an as needed basis):

- Perform yard work such as grass cutting, removal of clippings, and spring clean-up.
- Plant and maintain flower beds.
- Prune trees and bushes.
- Apply weed killer, lawn seed, and fertilizer as needed.
- Pick up loose garbage on the lawn or parking lot.
- Snow removal i.e. shoveling and sanding of office building walkways/doors.

Safety and Compliance:

- Test emergency lighting and fire extinguishers regularly.
- Follow and abide by AFS policies and procedures.
- Maintain confidentiality of all client information.
- Provide a Security Clearance Certificate (CPIC).

Reporting:

- Collaborate with the Property Coordinator and provide updates on maintenance activities.
- Submit detailed reports on services rendered, including hours worked and tasks completed.
- Perform routine maintenance and safety checks on all equipment, locks/knobs, toilet and kitchen fixtures and tools
- Maintain inspection records and complete inspection reports of all daily assignments

Site Coordination:

- Attend to all AFS office sites in Sault Ste. Marie and the Algoma District on an as needed basis.
- “The Algoma District” encompasses our satellite offices in Wawa, Elliot Lake, Blind River, and Thessalon. Travel to the Algoma District will be infrequent (i.e. approximately 1-2 visits per year).
- Develop a schedule that ensures regular access to all sites, including those in the district.
- Coordinate the work schedule in collaboration with the AFS Property Coordinator.
- Ensure the schedule is approved by the Director of Finance and Administration.
- Adapt the schedule as needed to address urgent maintenance issues promptly.

Self-Initiative:

- Proactively identify and address maintenance and repair needs without waiting for direction.
- Take initiative to ensure all facilities are well-maintained and any issues are resolved in a timely manner.
- Collaborate with the Property Coordinator to prioritize tasks and ensure efficient workflow.
- Obtain approval from the Director of Finance and Administration before incurring any costs, such as purchasing items or materials.

Legislation and Regulations:

- Possess a working knowledge of relevant legislation and regulations, including the Occupational Health and Safety Act, WHMIS (Workplace Hazardous Materials Information System), and other applicable laws and standards.
- Ensure compliance with all safety and health regulations in the performance of duties.

Personal Development:

- Take initiative to develop a personal professional development plan.
- Seek and obtain feedback on work performance.
- Engage in continuous learning and development opportunities to enhance skills and knowledge.
- Stay updated on best practices and industry standards related to maintenance and safety.

Agency Events and Values:

- Participate in agency events and activities to support organizational goals and community engagement.
- Promote and model AFS organizational values in all interactions and duties.
- Foster a positive and collaborative work environment.

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Problem Identification and Resolution:

- Bring matters of concern forward in a timely fashion.
- Play an active role in identifying and addressing problems to ensure the smooth operation of facilities.
- Communicate effectively with the Property Coordinator and Director of Finance and Administration to resolve issues promptly.
- Inform Property Coordinator of the need to order materials as required

Other Duties as Assigned:

- Complete tasks as assigned by the Director of Finance and Administration.
- Perform additional duties as required to support the overall maintenance and functionality of AFS facilities.

WORKING CONDITIONS:

Physical Demands:

- The job entails lifting and moving heavy objects, reaching, bending, kneeling, and climbing ladders.
- Perform repetitive tasks such as sweeping, mopping, and vacuuming.
- Work outdoors in various weather conditions, including extreme heat, cold, and precipitation.
- Handle and operate maintenance equipment and tools.

Mental Demands:

- Requires periods of focused concentration to ensure tasks are completed accurately and efficiently.
- Ability to manage multiple tasks and prioritize work effectively.
- Maintain attention to detail while performing maintenance and repair tasks.

Exposure to Hazardous Materials:

- Exposure to potential hazardous materials, including cleaning chemicals and bio-hazards.
- Follow safety protocols and use personal protective equipment (PPE) when handling hazardous materials.
- Ensure compliance with safety regulations and guidelines to minimize risk.